



# LENA C. TAYLOR

Wisconsin State Senator • 4th District

HERE TO SERVE YOU!

## Office of Senator Lena C. Taylor Community Outreach & Communications Specialist

### **Description**

We are looking for a candidate with energy and passion for grassroots politics in an urban setting! This position, the Community Outreach & Communications Specialist, in the Office of Senator Taylor is an intense, hands-on role, in community organizing and communications work for the 4<sup>th</sup> Senate District.

The selected candidate will be responsible for comprehensive planning and performance of community outreach events in the 4<sup>th</sup> senate district, including developing an outreach calendar and listing of district events and meetings, as well as planning and leading town halls, forums, and other activities as dictated by the Senator.

In addition, the selected candidate will be responsible for developing new communication strategies for the 4<sup>th</sup> Senate District as well as improve on existing media relations for placement and earned media opportunities. The selected candidate shall play the important role of communicating the message of the Senator's work to the community and media.

The selected candidate shall report to and be accountable to the Chief of Staff and the Senator.

### **Knowledge, Skills, & Abilities**

The appropriate candidate shall have demonstrable writing and communication skills befitting a political office, good oral and interpersonal communicative skills, and shall demonstrate a working knowledge of media relations and effectiveness in earning free media. Skills in developing and maintaining websites, social media, and alternative media sources are expected.

The appropriate candidate must also exhibit strength and success in community organizing, including recruiting volunteers, building turnout for events, and connecting with local neighborhood and community groups for political benefit. The candidate must be able to orally provide adequate information and communicate the Senator's message to constituents and manage data that is received and gathered at events and gatherings. In addition, the candidate must exhibit the ability to handle increased amounts of stress, long working hours, and multiple assignments at one time.

The candidate shall also exhibit strengths in organizing and maintaining orderly and detailed work environments and be able to perform independently of direct supervision but maintain a high level of accountability to tasks assigned.

### **Residency Preferences**

Residency in or near the 4<sup>th</sup> Senate District is preferred, but not necessary.

### **Experience/Education Requirement**

Higher Education is preferred, but not necessary. Experience in this field is required for this position.

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Sen.Taylor@legis.wisconsin.gov  
[www.legis.state.wi.us/senate/sen04/news/](http://www.legis.state.wi.us/senate/sen04/news/)

Committee on Judiciary, Corrections, Insurance,  
Campaign Finance Reform, and Housing (Chair)  
Committee on Justice Reinvestment  
Initiative Oversight (Chair)

Joint Committee on Finance  
Joint Committee for Review of Criminal Penalties (Co-Chair)  
Committee on Strengthening Wisconsin Families (Co-Chair)  
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**Training/Certification Requirements**

Preference will be given to candidates who completed trainings centered on grassroots organizing, community relations, and/or media relations. A valid driver's license is required for this position along with a dependable mode of transportation.

**Expected Hours of Assignment**

Standard office hours for this position are Monday through Friday 8am to 5pm; however hours and duties will fall outside of this time and require the attendance and full participation of the selected candidate.

**Salary**

Salary is commensurate with experience within the salary guidelines of the Wisconsin State Senate.

**Expected Start Date**

The preferred candidate will have the ability to begin this position by August 1<sup>st</sup>, 2010.

**TO APPLY**

Please submit cover letter, resume, and writing sample germane to the position description by July 16<sup>th</sup> via email to:

Eric Peterson, Chief of Staff  
Office of Senator Lena C. Taylor  
[eric.peterson@legis.wisconsin.gov](mailto:eric.peterson@legis.wisconsin.gov)

Telephone interviews will begin immediately. No phone calls, please.

